

**Town of Milford**  
**CONSERVATION COMMISSION**



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**Request for Proposal**  
**Pedestrian and Bicycle Bridge Scoping Study**  
**at Armory Road Granite Town Rail Trail**

**Contact:** Chris Costantino  
Milford Conservation Commission Coordinator

**Date of Issue:** May 9, 2014

**Deadline:** June 12, 2014, 4:00 p.m.

**Name:** Armory Road Pedestrian Bridge Study

The Milford Conservation Commission (hereinafter referred to as the "Commission") is seeking professional engineering analysis and design for a pedestrian bicycle bridge to span Armory Road that will connect two (2) segments of the existing Granite Town Rail Trail. **The purpose for this RFP is to have a cost estimate for the construction/purchase and installation of a pedestrian- bicycle bridge.**

### **Introduction and Background**

The Milford Conservation Commission manages three miles of the Granite Town Rail Trail, which runs roughly parallel to Route 13, from the Milford Department of Public Works station on South Street to the town border with Brookline. The town has fee ownership or trail easements for the entire length of the trail. There are three road crossings; this RFP is for the middle crossing at Armory Road. Armory Road, given its curves is an impediment to carefree movement of pedestrians and others from one segment of the trail to the other. There is a painted crosswalk and warning signs. However, the Commission would like to raise the level of safety at this crossing. Historically, there was a railroad bridge at the site.

### **Scope of Work**

Services sought by this Request for Proposal generally include, but are not limited to:

- A. Compile Base Map / Document Existing Conditions: Existing conditions to be noted are presence of existing pedestrian and traffic paths, natural resource constraints, utilities, historic and archaeological constraints, right of way, and any other items the consultant feels are appropriate.
- B. Develop Conceptual Alternatives: The consultant will be responsible for identifying potential alternatives for the proposed pedestrian-bicycle bridge. Design of the Bicycle Pedestrian Bridge to

be compatible with the existing trail and roadway to the satisfaction of the NHDOT. Conceptual alternatives should include a discussion of the transition from the roadway to the trail.

- C. Identify Right-of-way Issues: Compile roadway right-of-way and abutting property ownership information along the proposed project. This information should identify public/private ownership and any exiting easements or restrictions on affected property. Map right-of-way information on the same base mapping – Task A.
- D. Identify Utility Conflicts: Identify and discuss all public and private underground and overhead utilities. Include a preliminary assessment of whether any relocation will be required. The assessment should include identification of owners of potentially impacted utilities.
- E. Identify Natural and Cultural Resource Constraints and Permitting Requirements: Review natural and cultural resource issues including wetlands, surface waters, flora/fauna, endangered species, storm water, hazardous material sites, forest land, historic, archaeological and architectural resources and agricultural lands. Identify potential impacts on these resources and permitting requirements. When possible documentation from appropriate state and federal agencies (e.g. NH Fish and Wildlife, Corps of Engineers) should be included to summarize the extent to which resources may or may not be impacted. The consultant will identify any permits that will likely be needed for the project.
- F. Alternatives Presentation: All of the proposed alternatives will be evaluated in an alternatives matrix. The matrix will include resource impacts, right of way impacts, utility impacts, estimated cost, and any other factors that will help the community evaluate the alternatives being considered. Present different alternatives to a public information meeting. The outcome of this meeting should be an alternative selected by the Owner for further development.
- G. Develop Preliminary Cost Estimates: The consultant will develop preliminary cost estimates for further planning, design, construction and maintenance of the project. Cost estimates should include preliminary bid item quantities. Per foot or lump sum costs will not be acceptable. The estimates should be based on the assumption that the project will be constructed using a combination of grant and local funding and will be managed by the local community. The cost estimates should include amounts for construction, engineering, and inspection.
- H. Project Time Line: The consultant will provide a project development timeline that takes the project through design, permitting, and construction.
- I. Report Production: Using information gathered from the activities outlined above and from the meeting and site visits the consultant shall submit a draft and final report outlining the findings of the study. A public informational meeting will be held to review the draft report before completion of the final report. The consultant is expected to include all of the elements listed in the RFP.

## **Standards and Deliverables**

- A. All documents should be provided in both hard copy (paper) and digital format. All copies of draft and final reports shall be printed double sided.
- B. The consultant will three copies of the draft and final reports and an electronic version. Reports must be submitted a minimum of one full week prior to meetings at which they will be discussed.

## **Proposal Timeline**

<u>Benchmarks</u>	<u>Due Date</u>
RFP released	May 9, 2014
Proposal Due	June 12, 2014
Optional site visit by appointmentx	

## **Response Format**

Responses to this RFP should consist of the following:

A. A technical proposal consisting of:

1. A cover letter expressing the firm's interest in working with the Milford Conservation Commission including identification of the principal individuals that will provide the requested services.
2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
5. A proposed schedule that indicates project milestones and overall time for completion.
6. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.
8. A representative work sample similar to the type of work being requested.

Please note that items 1 – 5 should be limited to a total of 10 pages. Resumes, professional qualifications, and work samples are not included in this total.

- B. A cost proposal consisting of a composite schedule by task of direct labor hours, direct labor cost per class of labor. If the use of sub consultants is proposed a separate schedule must be provided for each. All cost proposals shall be valid 90 days from submission.

## **Consultant Selection**

The Conservation Commission will select the consultant on or about July 14, 2014. The consultant selection will be made by a committee that includes Milford Conservation Commission, Milford Planning staff, and Milford Department of Public Works Director. The selection committee will review and evaluate all proposals based on the following criteria:

1. Qualifications of the firm and the personnel to be assigned to this project.
2. Experience of the consultant personnel working together as a team to complete similar projects.
3. Demonstration of overall project understanding and insights into local conditions and potential issues.
4. Clarify of the proposal and creative/thoroughness in addressing the scope of work.
5. Submission of a complete proposal with all elements required by the RFP
6. Quality of representative work sample.

The selection committee may elect to interview consultants prior to the final selection. Firms will be notified in writing whether or not they have been selected for this project.

## **Submissions**

Consultant interested in this project should submit on electronic copy to [conservation@milford.nh.gov](mailto:conservation@milford.nh.gov)

Technical and cost proposals must be submitted in separate emails with the following information clearly printed on the subject line:

1. Name of prime consultant
2. Project Name: Armory Road Pedestrian Bridge Study
3. Contents (technical or cost proposal)
4. Due Date and Time

Questions about the project should be directed to Chris Costantino at [conservation@milford.nh.gov](mailto:conservation@milford.nh.gov)

All proposals must be received by the Commission no later than 4:00 p.m. on June 12, 2014.  
Proposals and/or modifications received after this time will not be accepted or reviewed.

All proposals upon submission become the property of the Commission. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. The Commission reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the Commission. This solicitation in no way obligates the Commission to award a contract.